

As a Local VIRTUS Coordinator, what do my VIRTUS Online responsibilities include?

- 1. Assisting your Diocesan VIRTUS Coordinator with duties that can be performed at the local (parish, school, etc.) level.
- Managing the registrations and user information of employees and volunteers that belong to your organization. This is done by:

a. Encouraging your attendees to PRE-REGISTER (register online before the Protecting God's Children Class) via the VIRTUS Online website.

b. For all attendees who did NOT register online before their class, make sure that they go online and register after their class, or that you collect their info and enter it yourself (i.e. user has no internet access)

- 3. Scheduling Protecting God's Children Training sessions in the VIRTUS Online system.
- 4. Help distribute and document continued training information to those individuals who are required to continue training, but do not have access to the Internet.
- 5. Help ensure that your organization is compliant with the USCCB Guidelines.

PLEASE NOTE:

Always check with your VIRTUS Coordinator for details on your exact responsibilities. However, all Local Virtus Coordinators need to work closely with Facilitators and his or her Diocesan Virtus Coordinator, to ensure that all attendees have registered online either **before or after** the class. You will only be able to view information for attendees who have registered for a class in YOUR Parish or Organization, or a particular scope of attendees established by your Coordinator. You will not be able to see information from other Facilitator sessions, unless you are involved with the presentation of the class. The Diocesan Virtus Coordinator will be responsible for the final approval all user registrations.

My Toolbox My Training My Library My Diocese Administration Administration				
Training Administration Training Bulletins Instructor-led Training				
• Reports - User Reports - Training Reports - Compliance Reports				
· Download Resources				

What resources exist for Local VIRTUS Coordinators on the VIRTUS Online Website?

- 1. An Administration Tab that contains all tools and resources for local coordinators.
- 2. A listing of all registered users that belong to your organization, along with their registration status.
- 3. A Training Administration feature that allows you to see live training reports and continued training reports for users within your organization.
- 4. A listing of all classes, future and past, within your organization.
- 5. A Registration Manager.
- 6. A Reporting library that allows you to run detailed reports about users, training, and compliance.
- 7. A Library of Templates, Documents and Forms pertaining to the Protecting God's Children training and implementation.

Administration

System Administration

- Users

Training Administration

- Training Bulletins
- Instructor-led Training

Reports

- User Reports
- Training Reports - Compliance Reports

Download Resources

How do I view my registered employees and volunteers?

- 1. On your Administration Tab, click on "Users" on the left-hand menu.
- Your employees and volunteers will be listed in alphabetical order by last name. If a particular employee or volunteer is missing, they either have not registered, or they registered with the incorrect organization. (You can only view information for users that belong to your organization.)
- 3. Each user's status will be displayed on the far right column. A user can be in one of three states **Pre-registered, Awaiting Approval,** and **User**.
 - A **Pre-Registered User** is someone who has registered but not yet attended a class
 - An **Awaiting Approval User** is someone who has already attended a class, but has yet to be approved by your Diocesan Virtus Coordinator.
 - A person in the **User** status indicates that the person has registered online AND their account has been approved by your Diocesan Virtus Coordinator.

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System Administration Users	Local Users			
		Search	Add New User >	
• Training Administration				
- Training Bulletins - Instructor-led Training		AIBICIDIEIEIGIH	IIIJIKILIMINIOIEIQ	
	Records found: 21 users	2		
· Reports	Last Name 🔺	First Name	<u>User ID</u>	
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- User Reports - Training Reports - Compliance Reports	test	test	test_sara_and_matt	
	test	test	test_new_reg_proces:	
	test **	test	test0331095057	

How do I schedule a session?

- 1. On your Administration Tab, click "Instructor-led **Training**" on the left-hand menu, then click "Schedule Training Sessions" in the middle of the screen.
- 2. In the center of the page, click the button labeled "Add a New Session."

My Toolbox	My Training	My Library	My Diocese	Administration
Adminis	tration	i i i i i i i i i i i i i i i i i i i		
• System Admin	istration So	hedule Tr	aining	
		Add a new se	ssion	
Training Admin Training Bulletin Instructor-led T	nistration Cu ns raining <u>Pr</u>	urrent Traini	ng Schedule Children for A	əd: <u>dults</u>

Add Training Session:

		Training Title:	Protecting God's Children for Adults	
3.	Enter class information including location, date, start time and maximum size.	Location: Start Date:	Main Office (Tulsa)	
4.	Add names of all Facilitators who will be assisting with the class.	Start Time: Number of days:	12 AM V : 00 V	
~		Maximum Size:	(leave blank if there is no size limit)	
 Enter any notes you may want to d the class (e.g. room information, at classification.) 	the class (e.g. room information, attendee	endee (optional)	Available Facilitators	Selected Facilitators
6.	Click "Add Session."		Doe, John Click to add >> Facilitator, Fred fiintstone, fred test, test test, test	
		Notes:		
			(put class restrictions here, ie Priests only)	
		Add Session	Back (Discard changes)	

How do I view class and pre-registrant information?

- 1. Click on "Instructor-led Training."
- 2. Click on "Manage Registrations."
- 3. Choose the year of the class.
- 4. Choose the Class from the Drop-Down List.
- 5. Click "Submit."
- 6. You will be able to view and edit user information for those who have pre-registered.

My Toolbox	My Training	My Library	My Diocese	Administration	
Adminis	tration				
• System Admir - Users	^{nistration} Sel	ect A Session <u>4 2003 200</u>	: <u>)2</u>		
• Training Admi	nistration 03	/31/2003 9:00 A	M - (Agos West	- Palo Alto) - My clas	38 💌
- Training Bulletir - Instructor-led T	ns C	Continue			

How do I view a comprehensive list of all my attendees who have registered online, regardless of the class they attended?

- Click on "Manage Registrations." ____
- Click the link that says "Click here to see a list of
 users..."
- 3. You will be able to view and edit user information.

My Toolbox My Trai	ning My Library Facilitators My Resources My Diocese Administration			
Facilitators				
• Awareness Sessions	Manage Registrations			
- Session Listing - Manage Registrations	Manage registrations <u>BY TRAINING SESSION</u>			
· Download Resources				
• Message Board	Training Session: 🔤 09/22/2003 10:45 AM - (Test Site - Tulsa) - Protecting God's Children for Ad			
Communication Center	Submit			
· Reporting Child Abuse				
· Polices & Procedures	Manage registrations <u>BY USER</u>			

Click here to see a list of users who have register for training session.

How do I distribute required reading articles for those people who need to continue training, but do not have Internet access?

- 1. Pull up the featured Protecting God's Children for Adults Bulletin
- 2. In the upper right-hand corner, click the print icon.
- 3. Distribute copies of this to all your "offline" users (users with no Internet access)
- 4. Check with your Diocesan Virtus Coordinator for further details on collection and tracking of these documents.

My Toolbox My Training My Library My Diocese Administration				
My Training	VIRT			
• Training Bulletins	Protecting God's Children for Adults			
- Protecting God's Children for Adults	How Can We Recognize a Typical Child Molester?			
- Protecting God's Children for Facilitators - Best Management Practices	Many of us like to think that we would recognize a potential child molester if he or she were walking toward us on the street. We like to thick the second whe computer advects bilding encoding the second			
- Training Bulletin Report - Complete Training Report	think that the people who sexually molest children are easily identifiable by some special characteristics—some demented look in their eyes, or the crazy way they dress or act.			